

CITY OF BURBANK

CIVIL ENGINEERING ASSISTANT - BWP

DEFINITION

Under supervision, to perform beginning level professional civil engineering office and field work of waterworks facilities; supervise the work of para-professional staff; and perform related duties as required.

ESSENTIAL FUNCTIONS

Performs and/or assists in research, drafting, computing, checking, and site evaluation needed in the preparation of plans, designs, environmental documentation, feasibility studies, cost estimates, and specifications for the construction, modification, maintenance, and operation of potable and recycled water production, storage, and distribution systems; meets with customers, developers, architects, engineers, and contractors regarding project requirements, including fee schedules for new water services as set forth in the Department's rules, regulations, policies, and procedures; reviews project plans, including site and utility plans; performs plumbing fixture count calculations; reviews and approves permits or clearances for construction of utilities or other improvements; performs detailed drafting in AutoCAD and computations; supervises para-professional engineering personnel; prepares records and various reports which are required for engineering assignments; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – methods and materials in the construction of water distribution systems; methods and techniques of engineering; drafting, and estimating.
- Skill in – modern principals and practices of civil and hydraulic engineering; various computer-based software programs, including but not limited to AutoCAD, Microsoft Office, and ArcGIS; drafting and estimating.
- Ability to - apply civil engineering principles to the solution of specific problems involving hydraulic analysis, mathematics, and engineering construction methods; efficiently work in a team environment; organize and prioritize tasks; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, contractors, and the public.

Education/Training: A Bachelor of Science degree from an accredited college or university with major course work in civil engineering or a closely related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

DESIRABLE QUALIFICATIONS: California Engineer - in - Training certification.